

Elections Program Specialist

Dept: Elections

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work assisting with planning, directing, coordinating and supervising the elections process, ensuring that all voter and election records and files are prepared and maintained in a legal manner, and related work as apparent or assigned. Work is performed under the limited supervision of the Board of Elections Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Facilitates and manages standard and absentee ballot voting, registers voters, determines voter eligibility and maintains the voter database.
- Prepares for and conducts elections.
- Responds to public inquiries relating to registration or election services.
- Manages state reporting requirements.
- Troubleshoots voting equipment on election day.
- Conducts post-election canvass, hand-eye count, write-in process, voter history and provisionals.
- Prepares, maintains and purges various electronic and paper files.
- Assists with candidate filing process, campaign finance reports and records maintenance.
- Assists with processing payroll.
- Recruits and assigns precinct officials, develops training materials and provides training for precinct officials and oversees precinct officials during election process.
- Processes and verifies petitions.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of federal, state and local election and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of voting systems and election equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to read and interpret land maps for precinct designation and information; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to compute and audit election results; ability to answer questions and resolve problems, ability to analyze, interpret, recommend and implement policy and procedural guidelines, ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with county officials, federal, state and local government officials, associates and the general public.

Education and Experience

High school diploma or GED and three to five years experience working in a clerical environment, election experience preferred, or equivalent combination of education and experience.

Elections Program Specialist

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina Election Administrator certification.
- North Carolina Notary Public.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date